

CITY OF BURBANK

GRANTS & REVENUE MANAGER

DEFINITION

Under general administrative determination of policy and direction, to manage the City's revenue and monitor grants; to act for the Financial Services Director as requested; and do related work as required.

ESSENTIAL FUNCTIONS

Manages the City's revenue by conducting revenue analysis, surveys, projections and financial data comparisons; summarizes research in quarterly reports; utilizes statistical analysis to forecast revenue and identify revenue opportunities; develops, prepares, and maintains a variety of financial statements and statistical reports; researches and develops grant-funding sources such as Federal, State, and private agencies; assists other departments with grant applications and related documents; manages the FEMA recovery process to act as liaison between the Finance Department and other departments; monitors grants awarded to departments/divisions for compliance; advises departments and the public on all revenue and grant-related issues; develops goals, plans and implements new procedures for revenue and grants administration; reviews and analyzes legislation as it relates to revenue; monitors the long-term projections; assists budget staff with revenue estimates; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles and practices of grants and/or revenue management and/or administration; intergovernmental relations; principles and practices of sound personnel management and supervision.
- Skill in – interpersonal communications with effective and tactful interaction with a culturally diverse population; customer service; spreadsheet and word processing computer software programs; grant writing.
- Ability to – effectively implement the required knowledge; gain cooperation through discussion and persuasion; make independent judgments and decisions based upon standard policy and/or procedures; prepare written reports; prepare and analyze financial statements and statistical reports; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a degree in business administration, accounting, public administration, or a related field and two years of experience in budget or revenue administration, including one year at the supervisory level. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.